



City of Manchester Department of Buildings

City Hall -West Wing
One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6475
Fax: (603) 624-6324
e-mail: building@ci.manchester.nh.us
www.ci.manchester.nh.us

The attached Application for Certificate of Compliance Form must be completed when residential rental property is purchased which previously did not have a Certificate of Compliance.

Return this form along with required fees to the City of Manchester, Building Department, One City Hall Plaza, Manchester, NH 03101

If you have any questions, please contact our office at 603-624-6475.



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APPLICATION FOR CERTIFICATE OF COMPLIANCE

Please answer each question in full or check appropriate box. Each building or condominium requires a separate application. Any applicable fees must accompany this application.

Type of Building: Condo _____ Single Family _____ Duplex/2 family _____ Multi-family _____ Rooming house _____

Number of units : _____ If rooming/boarding house: # of rooms _____ # of bathrooms _____

Retail or commercial use in building: yes _____ no _____

If yes, describe _____

Building Address: _____

Other address by which building is known: _____

Owner(s) Name(s): _____

Owner's residence or other permanent address: _____

PO Box or other mailing address: _____

Telephone numbers: Home _____ Work _____

Pager/cell phone _____ Fax / e mail # _____

Building Manager's Name: _____

Address: _____

Telephone Number: _____ Fax / e mail #: _____

Date building acquired: _____

Name of prior Owner(s): _____

Applicant's signature _____

Date _____

If not owner, name and relationship to owner _____

Fees due: Application \$ _____ Inspection \$ _____ TOTAL DUE \$ _____